



KENTUCKY COMMISSION ON THE DEAF AND HARD OF HEARING

STEVEN L. BESHEAR
GOVERNOR

HELEN W. MOUNTJOY
SECRETARY, EDUCATION AND WORKFORCE DEVELOPMENT CABINET

LIZ HILL
EXECUTIVE DIRECTOR, KCDHH

JOB OPENING

The Kentucky Commission on the Deaf and Hard of Hearing is seeking applicants for Executive Secretary II. The position is located in Frankfort, Kentucky.

Minimum Qualifications: Must have sign language proficiency at the Intermediate level or above according to the Sign Language Proficiency Interview rating scale.
High School Diploma
Courteous phone manners
Good organizational skills with the ability to multi task

Preferred Requirements: Two years of college and knowledge of Microsoft Programs with typing ability minimum of 50 WPM.

Duties include handling logistics for all agency meetings, special accommodations and agency report mailings; maintains records for all administrative functions within the agency; works closely with the Executive Director and staff to carry out special projects; maintains official commission documents and paperwork; coordinates the Executive Director's meetings, conferences, travel arrangements, etc.; maintains time and attendance records; directs incoming calls, mail and correspondence to respective offices; other duties as assigned. May require answering the phone.

Please direct any questions to Rachel Morgan at 632 Versailles Road, Frankfort, KY 40601, 502-573-2604 V/T, Rachel.Morgan@ky.gov.

Deadline for Application: Open until filled

The Kentucky Commission on the Deaf and Hard of Hearing does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment.

